

ANDROSCOGGIN COUNTY GOVERNMENT

JOB DESCRIPTION

**TITLE: VICTIM-WITNESS ADVOCATE  
(SUPERIOR COURT ADVOCATE)**

**PAY GRADE: 5**

**QUALIFICATIONS:**

1. High School diploma
2. Post-secondary course work in criminal justice field or equivalent experience in the criminal justice field or social welfare field indicating some knowledge of criminal court procedures.
3. Ability to deal effectively and sensitively with people of all ages and social strata.
4. Experience working with people in crisis or under stress.
5. Ability to work in fast paced, high stress, professional environment.
6. Working knowledge of basic office procedures and the operation of general office equipment with specific emphasis on computer/office applications.
7. Such alternatives to the above qualifications as the County Commissioners may find appropriate and acceptable.
8. Demonstrate strong written and verbal skills.
9. Be flexible in work location and job duties.
10. Comfortable with extensive phone contact.

**REPORTS TO:**

District Attorney or his/her designee

**MAJOR RESPONSIBILITIES:**

1. To provide support and assistance to all victims and witnesses involved in criminal court cases being prosecuted by the Androscoggin County District Attorney's Office.
2. To act as a liaison between victims/witnesses and the District Attorney's Office.
3. To notify victims and witnesses of upcoming court appearances and assure appearance if needed.

Job Description (continued)

4. To prepare victims and witnesses for court appearances and testimony when directed by the District Attorney or his/her Assistants.
5. To establish a working rapport with any outside service agencies directly involved with specific cases, such as AWAP, SACC, Victims Compensation and Maine Pre-Trial Services.
6. To be familiar and have working rapport with local/state agencies that are directly involved in the prosecution of criminal cases, such as police, probation/parole, crime lab and other law enforcement agencies.
7. To be familiar with local medical and mental health facilities and other facilities that would provide specific services.
8. Document all victims and witnesses appearances in criminal court or court related matters.
9. Maintain contact with other victim/witness advocates to allow general knowledge flow between court levels and District Attorney's Offices.
10. Perform all duties and requests from the District Attorney and his/her Assistant District Attorneys.
11. Keep up-to-date on current laws related to victim rights and most common criminal laws.
12. Establish a working rapport with Court Clerks and Court Security and keep up-to-date on court procedures.
13. Attend professional seminars and trainings directly related to job function.

NORMAL WORK WEEK: 40 Hours

APPROVED BY:

  
District Attorney

DATED: 9/8/05

REVIEWED AND AGREED TO BY: Commissioners

DATED: November 16, 2005

## **SUPERIOR COURT ADVOCATE**

### **SPECIFIC RESPONSIBILITIES:**

#### **1. Notification to victims/witnesses on court proceedings in Superior Court:**

- a. Grand jury proceedings
- b. Probation violation hearings
- c. Criminal trial list (monthly docket)
- d. Non-jury criminal trial list
- e. Plea agreements, Rule 11 and other sentencing hearings
- f. Motion to Amend bail hearings
- g. Suppression hearings

#### **2. Child Abuse Referrals:**

- a. Maintain active database of all referrals in Prosecutorial District Three
- b. Forward referrals to proper investigative agency or appropriate District Attorney's Office
- c. Retain all correspondence relevant to the referrals

#### **3. Bill of Costs:**

- a. Maintain a record of all costs incurred for victim/witness fees and other costs related to specific trial cost (Superior Court only)
- b. Produce detailed accounting reports monthly for District Attorney and the County Treasurer
- c. Notify police agencies concerning police officer court attendance

#### **4. Impact Statements:**

- a. Assist victims/witnesses with court procedures on impact statements
- b. Assist victims/witnesses at actual court proceedings with impact statements or matters relating to addressing the court

#### **5. Subpoenas:**

- a. Document all returned subpoenas on appropriate trial list
- b. File all returned subpoenas or related documentation in case files
- c. Communication with prosecuting attorneys to keep them updated on subpoena service
- d. File letters of protection and motions to continue relating to victim/witness unavailability

**6. Victim/Witness Contact:**

- a. Document all victim/witness contacts
- b. Update any changes in contact names, addresses, phone numbers, etc. in computer database files
- c. Update prosecuting attorneys on letters of protection or motions to continue and victim/witness availability
- d. Obtain and or update restitution request information (obtain receipts)
- e. Update any other financial losses (medical expenses, lost wages, etc.)

**7. Court Appearances:**

- a. Attend court function as directed by the District Attorney and or his/her designee
- b. Address needs of victims and witnesses
- c. Perform courtroom duties/tasks as directed by the District Attorney or his/her designee
- d. Convey any special needs or security concerns to court security related to victims/witnesses

**8. Interviews:**

- a. Make arrangements for interviews between victims/witnesses and prosecutors
- b. Notify appropriate agencies to also be present for interviews (SACC, police officers, etc.) at direction of prosecutor
- c. Participate in all victim/witness interviews at request of prosecutor

**9. Restitution:**

- a. Assist restitution advocate/clerk with case details on cases in which restitution is ordered.
- b. Assist victims with application process for Victim's Compensation Program